

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE ENVIRONMENTAL PLANNER	DISTRICT/DIVISION/OFFICE 04/ENVIRONMENTAL	
WORKING TITLE ENVIRONMENTAL PLANNER	POSITION NUMBER 904-131-4640-XXXX	EFFECTIVE DATE November 21, 2014

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability. You work towards Caltrans goals of safety and health; stewardship and efficiency; sustainability, livability and economy; system performance; and organizational excellence; by reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your commitment to the public service, teamwork, integrity and innovation are important to each member of the organization, as well as those we serve.

GENERAL STATEMENT:

Under the close supervision of a Senior Environmental Planner, the Environmental Planner plans and carries out the details of the less complex environmental studies. The Environmental Planner also learns the Caltrans project delivery process. To facilitate project delivery, the incumbent will gather, research, and analyze social, natural, and environmental data for preparation, review, and processing of environmental documents as mandated by Federal and State laws, regulations, policies and procedures.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)¹

30% E	Under the guidance of a Lead Associate or Senior Environmental Planner, is a member of Project Development Teams (PDT). Assists in the development of project descriptions, project schedules and risk registers. Coordinates information dissemination between and within PDT's, and offices within the Division of Environmental Planning and Engineering. Documents project status within the Caltrans environmental database.
20% E	Under the guidance of a Lead Associate or Senior Environmental Planner, prepares, reviews and processes, under close supervision, environmental documents mandated by state and federal laws and regulations, which includes assessing the environmental consequences of all alternatives to proposed transportation projects and formulating mitigation measures for each alternative.
20% E	Under the guidance of a Lead Associate or Senior Environmental Planner, conducts environmental studies and prepares environmental impact reports/statements, initial studies/environmental assessments and categorical exemptions/exclusions for less complex and less difficult transportation projects.
10% E	Conducts field and office research (including interviews) to identify and evaluate community and environmental effects of various transportation alternatives for the preparation of environmental documents.

10% E	Under the guidance of a Lead Associate or Senior Environmental Planner, reviews engineering documents to ensure environmental commitments are recorded and met in project plans, specifications and estimates. Works with other offices in the Division of Environmental Planning and Engineering to convey environmental commitments to project managers and engineers.
10% M	Conducts administrative duties not limited to maintaining the environmental administrative record, writing letters to the public and public agencies, coordinating mass mailings, and coordinating reproduction of documents.

SUPERVISION EXERCISED OVER OTHERS

This position will not have supervisory responsibility.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The Environmental Planner must be able to communicate clearly both verbally and in writing. Must be able to work on multiple projects at once. To screen projects to determine which resources areas require further study; gather and analyze natural, social, and environmental data; conduct interviews for gathering data; and, understand and interpret a multitude of existing state and federal environmental laws and regulations. The employee is expected to hold a valid California driver's license.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

An error in researching and evaluating environmental data on the various transportation alternatives for a proposed Caltrans project could delay the preparation and approval of project environmental documents. However, a proper review by the Senior Environmental Planner should minimize any errors.

PUBLIC AND INTERNAL CONTACTS

Works with engineering, environmental and transportation planning staff members of both external agencies and within Caltrans; handles intergovernmental liaison with various governmental agencies' planning staffs; arranges, attends and participates in meetings with local, state, regional and federal agencies, interested groups and individuals.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

This position may require sitting for prolonged periods of time for report writing, research, or in meetings. Field work may require standing or walking for prolonged periods. Travel for external meetings or for field work might require driving or riding in a car for prolonged periods. Mental requirements may include sustained mental activity needed for report writing and analyses. Emotional requirements may include the ability to develop and maintain cooperative working relationships in an interdisciplinary setting, respond appropriately to difficult situations, recognize emotionally charged issues and problems and acknowledge the various responses.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled environment in a cubicle based office setting, as well as in the field in locations ranging from office buildings to locations on or adjacent to the state highway system. The incumbent may be exposed to extreme weather conditions during field reviews.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE _____ DATE _____

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR _____ DATE _____